

24 April 1985

MEMORANDUM FOR: OTE UNIT CHIEFS

FROM:

Deputy Director of Training and Education

SUBJECT: Timely Submission of Memorandum of Oral
Agreements (MOA)

1. The MOA is utilized by all OTE instructional units for the services of individuals to augment our training courses. Recently, a session was held with key personnel from the units to clarify the major points to be covered in the MOAs so that they would be acceptable to the Contract Personnel Branch, OP.

2. The major problem which still exists in this process is the late submission of MOAs -- some submitted days and even weeks following the utilization of services. It is embarrassing and at times somewhat difficult to explain to the DDA's office and others why we are late with these requests.

3. Hereafter it will be OTE's policy to forward for approval only those requests for future services covered by a Memorandum of Oral Agreement. Retroactive requests will not be processed and forwarded by this Office. Under normal conditions MOA requests for services should be forwarded to the Chief, Administration Division, OTE at least two weeks prior to the scheduled date of utilization. This will allow time for the required processing through the Office of Personnel and/or the Deputy Director for Administration. To be certain that the appropriate security and building access approvals are processed for the individual in question, the OTE Security Officer should be contacted as soon as possible so that security approvals are received prior to the effective date of the MOA.